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ABSTRACT

Intended to provide educators, research workers, and others interested in career education with a catalog of ideas useful in promoting career development, this bibliography identifies apprcximately 500 publications, reports, audio, video, and manipulative materials available for purchase from commercial suppliers or short-term loan from the Indiana Career Resource Center. Each section is color coded and contains resources appropriate to users at the (1) elementary, (2) middle and secondary, and (3) post-secondary levels. Entries are arranged alphabetically by title or author in categories depicting the type (e.g., printed information, films) of resource and include publication information and a short descriptive statement which lists the nature, suggested use, price, source of entry, and whether or not the material is available in a series. Preceding each color-coded section is a divider paper which contains page-oriented content-at-a-glance charts to assist in location of a resource. In addition to the annotated sections, another section lists technical equipment available from the Center, and a final section lists professional references and test instruments. An introductory section describes the services of the Center. (SB)

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ED 075637

Resources for Career Development

UT 019 953

Indiana Career Resource Center
South Bend

PREFACE TO THIS SECOND PRINTING

The purpose of this volume is to provide educators, research workers, and others interested in career education with a catalog of ideas useful in promoting career development. An initial form of this document was prepared and disseminated during 1971.

We are especially grateful for the feedback from users of that first Bibliography. Their suggestions have provided several improvements in this newest volume. First, color coding allows the user to enter the document at a point approximating the age level for which resources are most appropriate. Second, the initial page of each section summarizes the contents for ease of location. Third, a description of the services of the Indiana Career Resource Center is included in an introductory section and not as a portion of the available resources.

This Bibliography identifies about 500 publications, reports, audio, video and manipulative materials available for purchase from commercial suppliers or short-term loan from the Indiana Career Resource Center.

Throughout the listings some duplication of entries is unavoidable, but this has been kept to a minimum for user convenience. Inclusion of items in the listing does not imply that any quality evaluation has been conducted using that item in a learning environment, but simply that the resource is presently available for use.

Reasonable requests for additional copies of this resource listing should be directed to:

Indiana Career Resource Center
1205 S. Greenlawn Avenue
South Bend, Indiana 46615
Attn: Bibliography

We hope you will find this resource useful. Comments and suggestions that would make it more useful for your purposes are welcome and should be communicated to the above address.

INTRODUCTION

During the last year the U. S. Office of Education has involved itself with an introduction and unfolding of the concept of career education. Commissioner Marland has designated it an area that is to have high priority in national education concern. There presently exists some debate surrounding the definition of this concept, but the term does suggest a developmental approach to purposeful career planning, entry and satisfaction.

This present direction in career education brings out a problem that has been recognized for some time; namely, that education of youth cannot be dichotomized or trichotomized according to their post-secondary pursuits. Every child entering the educational institution is preparing for a career and the educational institution needs to offer a continuous, deliberate, and visible means for him to carry out that preparation. If one of the purposes of education is to prepare the student for the adult society, it is necessary for that system to structure a curriculum that will provide meaningful relationships between the conditions in the educational setting and those he may encounter upon leaving that environment.

The question concerning relationships between the educational and work settings has been the concern of the Indiana Career Resource Center since its inception in the late 1960's. The Center was established as a collection and dissemination point for career development related materials and ideas useful to counselors and teachers in the secondary school level. Later experiences with youth have shown that appropriate materials and ideas can be introduced at all levels of education (and even beyond) to bring about purposeful career planning.

To assist Indiana educators and youth in the implementation of career education, the Center provides the following services and resources:

1. Career Presentations for Student Groups
   With a goal for motivating and involving students in the utilization of career-related media, several formats are field-tested for use with large groups of students. Staff members are available to present or assist in the presentations.

2. Professional Group Activities, Workshops, and Seminars
   Counselors, teachers, and school administrators at all educational levels may utilize the planning and organizational capacity of the Center to assist in the presentation and conduct of career seminars, conferences, workshops, days, job fairs, curriculum design, etc. A mobile training laboratory has been equipped to carry out this function in Indiana.

3. Community Outreach Activities
   Community-based agencies, organizations, business and industry groups are invited to cooperate in programs designed to focus the collective strengths of both in and out of school agencies on the career planning of selected segments of the community. Mutual sharing in this manner brings about community cooperation in career education.

4. Career Counseling
   Although somewhat limited as a service, career counseling is conducted with individuals requesting assistance through the Center. The tools and techniques of career counseling are introduced to those individuals in the educational community who are being trained as professional counselors.

5. Consultant Services
   The staff members of the Career Resource Center are available for consultation with regard to the development of career programs, curricula, resource centers, media, or formal evaluation.

6. Career-related Resource Materials

The remainder of this document is a description of the resources that are available either commercially or for loan from the Center for specific purposes. This collection has been located or developed for influencing individuals or groups of persons toward purposeful career planning directions. The experiences provided by the resources are intended as building blocks toward the making of career decisions.

ORIENTATION TO CONTENT USE

The content of this volume is arranged in a specific manner so that potential users may extract desired information easily. The content focuses on those resources useful in career education and career development which supplement more traditional resources normally found in libraries, learning centers, and guidance bookshelves.

Color coding - each section is color coded and contains resource descriptions appropriate to users in specific categories as follows: Orange pages are used for elementary school level resources. Green pages are used for middle and secondary school resources. Gold pages are used for post-secondary resources. Technical equipment is outlined on beige pages. Professional references and test instruments are described on white pages.

Divider Chart - a heavy paper divides each section and the heavy divider separating the first three sections contain page-oriented content-at-a-glance charts to assist in quick location of appropriate resources.

Content summary - a short descriptive statement is given for each resource, where appropriate, listing the nature, suggested use, price, and source of the entry. Where material is available in series, examples are given.

ELEMENTARY CAREER RESOURCES

	Occupational Information	Self-Awareness	Ideas for Specific Topics	Curriculum Ideas	Elementary Career Development Theory
KITS					
DUSO		1			
WORK	1				
PRINTED INFORMATION					
Pupil Books					
Clure: Bowmar Early Childhood Series		1			
Meshover: Urban Living Series.	1				
Wilkinson: Beginning Sextant Series.	2				
Teacher and Counselor Materials					
Anderson: Focus on Self-Development.		2			
Bramblett: People at Work and Other Poems.			3		
Dodson: Career Development Unit.			3		
Dunn: World of Work: A Handbook.				3	
Facilitating Career Development: A Bibliography				3	
Lifton: What Could I Be?		3			
Limbacher: Dimensions of Personality		4			
LOOM	4		4		
Luboff: Songs of Man			4		
Norris: Occupational Information in Elementary Schools					4
Peters: Guidance in Elementary Schools					4
SPAN	4		4		
Vocational Awareness for Children.				5	
World of Work.				5	
Van Hoose: Counseling in the Elementary School					5
Zytowski: Vocational Behavior.					5
PUPPETRY					
Books.			6		
Documentaries.					6
Plays.		6			
Puppets.			6		
SOUND FILMSTRIPS					
First Things		7			
The Wonderful World of Work K-3.	7				
The World of Work: Vocational Opportunities.	8				

KITS

DUSO: Developing Understanding of Self and Others Kit, American Guidance Service, Circle Pines, Minnesota, $84.00.
This kit contains a sequential set of lessons employing stories, role and puppet playing, and discussion activities to help early primary children gain a better understanding of themselves and their interactions with others.

WORK: Widening Occupational Roles Kit, Science Research Associates, Chicago, Illinois, $158.50.
This kit contains filmstrips, pupil interest booklets and 300 job briefs written in story format. Upper elementary only.

PRINTED INFORMATION

Pupil Books

Clure, Beth and Helen Rumsey, Bowmar Early Childhood Series, Glendale, California: Bowmar Publishing Corporation, 1968.
The books have large, often manipulative pictures in bright colors. Good to read to pre-school or kindergarten children.

Me

Things I Like to Do

Through the Day

Meshover, Leonard. Urban Living Series, Chicago: Benefic Press, 1966.
This series has pictures of children touring various places of work. The books are written in short sentences with an upper elementary vocabulary.

You Visit a Steamship, Airport

You Visit a Newspaper, Television Station

You Visit a Spaghetti Factory, Bakery

You Visit a Post Office, Telephone Company

You Visit a Dairy, Clothing Factory

PRINTED INFORMATION

Pupil Books (Contd.)

Rosenbaum, Eileen, What Daddies Do, Suzi Fahey, Illus., Kansas City, Missouri: Hallmark Cards, Inc., 1970.
Written in couplets and illustrated with clever color drawings, this book is good to read to primary grade children.

Wilkinson, Jean and Ned, Beginning Sextant Series. Milwaukee, Wisconsin: Sextant Systems, Inc., 1970.
These books are written in four line verses describing many behind-the-scenes jobs. Each job is illustrated with a full page color picture of a child in the worker's paraphernalia.

Come to Work with Us in Aerospace

Come to Work with Us in an Airport

Come to Work with Us in a Bank

Come to Work with Us in a Dairy

Come to Work with Us in a Department Store

Come to Work with Us in a Hospital

Come to Work with Us in a Hotel

Come to Work with Us in House Construction

Come to Work with Us in a Newspaper

Come to Work with Us in a Telephone Company

Come to Work with Us in a Toy Factory

Come to Work with Us in a TV Station

Teachers and Counselors

Anderson, Judith L., Carole J. Lang and Virginia Scott. Focus on Self-Development; Stage One: Awareness, Chicago: Science Research Associates, 1970.
This series is intended to facilitate the child's understanding of self and others through use of stories, activities and discussion in the classroom.

PRINTED INFORMATION

Teachers and Counselors (Contd.)

Here I Am - student workbook

Guide - teacher's manual

Bramblett, Agnes C., People at Work and Other Poems, Janice Burrell, Illus. Compiled by Polly Conway. Atlanta, Georgia: Darby Printing Company, 1968.
This volume contains several poems that could start children writing their own. (See listing under Dodson, Anna.)

Dodson, Anna, Counselor, John Marshall Elementary School, Norfolk, Virginia.
These parts of Mrs. Dodson's Career Development Unit include a book of poems "What Will I Be?" written by elementary school pupils and ideas for a "career broadcast," a weekly radio program broadcast on the school's intercom system.

Dunn, Charleta J. and Bill F. Payne, World of Work: A Handbook for Teachers and Counselors. Dallas, Texas: The Leslie Press, 1971.
This book contains many suggestions for career development units on all grade levels, as well as an extensive bibliography.

Facilitating Career Development: An Annotated Bibliography: Larry J. Bailey, Ed.
This extensive bibliography may be ordered gratis from:

Mr. Robert K. Gray
Research and Development Unit
Vocational and Technical Education Division
405 Centennial Building
Springfield, Illinois 62706

Lifton, Walter M., What Could I Be?, Chicago: Science Research Associates, 1960.
The workbook covers basic occupational concepts for upper elementary students and the teacher's guide suggests additional activities.

What Could I Be? (workbook)

Introducing the World of Work to Children (teacher's guide)

PRINTED INFORMATION

Teachers and Counselors (Contd.)

Limbacher, Dr. Walter J., Dimensions of Personality (Teacher's Edition), Dayton, Ohio: George A. Phlaum, Pub., 1969.
These books include many stories, questions, role playing and other activities to "encourage a sound development of the child's emotional life".

Here I Am - grade 4

I'm Not Alone - grade 5

Becoming Myself - grade 6

LOOM: Learner Oriented Occupational Materials Project, K-6 Elementary School Experimental Program. Industrial Arts Department, Florida State University, Tallahassee, Florida 32306.
These Loom packets are behaviorally-oriented units about specific occupations. The titles listed below have been edited for use in Indiana schools. Other Loom units are being prepared: contact us for more recently developed titles.

Librarian

Rancher

Luboff, Norman and Win Stracke, Songs of Man. Paul Freeman, Illus. Englewood Cliffs, New Jersey: Prentiss Hall, Inc. 1969.
Chapter 1 is entitled "Men and Women at Work". Words and music are included for each song.

Norris, Willa, Occupational Information in the Elementary School. Chicago: Science Research Associates, 1963.
This work contains a collection of research, many unit plans and a bibliography.

Peters, Herman J., Bruce Shertzer, and William Van Hoose, Guidance in Elementary Schools, Chicago: Rand McNally and Company, 1965.

SPAN: Start Planning Ahead Now. Occupational Orientation in the Elementary Grades. Teacher's Guide to Health Occupations, grades 5 and 6. Department of Instruction, Division of Vocational Education, Memphis City Schools Memphis, Tennessee.
This unit has ideas for projects, games, and activities to acquaint children in the classroom with duties of various workers in health careers.

PRINTED INFORMATION

Teachers and Counselors (Contd.)

Vocational Awareness for Children, Indiana Career Guidance Center, 715 East Seventh Street, Bloomington, Indiana 47401.
VAC is a developmental program of career guidance which could be implemented within the existing elementary school curriculum on grade levels 1-6. Representative pages from Resource Book now available. Total curriculum will be available June 1, 1972.

World of Work - Resource Units for Elementary School Teachers. ABLE Model Program, Northern Illinois University with the Division of Vocational Technical Education, State of Illinois.
This project suggests ways for teachers to organize their entire daily curricula around the world of work. Included are suggestions for teaching interviewing techniques, planning units, use of media, and others.

Van Hoose, William H. Counseling in the Elementary School, Itasca, Illinois: F. E. Peacock Publishers, Inc., 1968.

Zytowski, Donald G., Vocational Behavior: Readings in Theory and Research, New York: Holt, Rinehart and Winston, Inc. 1968.
This contains a collection to date printed of writings about all aspects of work and career education.

Note: At the Career Resource Center there is also a vertical file of career briefs, pamphlets, and other informational materials.

PUPPETRY

Books

Lewis, Shari, Making Easy Puppets, Larry Lurin, Illus., New York: E. P. Dutton Company, Inc. 1967.
This book has directions for making many kinds of simple puppets and suggestions for how to use them.

Documentaries (for professionals only)

Movie: The Lemonade Stand: A Documentary
This ten minute color film describes the methods and results of the Center's work with puppetry on the 3-6th grade level in Indiana schools.

Sound and Slides: Puppetry on the Early Primary Level
A five minute slide and cassette recording describing the Center's K-2 puppet presentation and the children's reactions to it.

Plays

Copies of puppet play scripts written by the Center staff are available on request. More titles are being developed; contact us for a current list.

Karl Builds a Fort

Karl Learns to Share

Lemonade Stand

Library Book

Telephone

Puppets

Hand	Stick	Miscellaneous
1 girl	camera	box: happy/angry face
1 boy	car	2 sock puppets
3 women	electric box	muppet
3 men	hammer	
1 old man	ruler	
	telephone	

SOUND FILMSTRIPS

First Things: Sound Filmstrips for Primary Years. Guidance Associates, Pleasantville, New York. Price for each set is determined by the number of parts per set; one part set, $20.00; two part set, $39.00; and three part set, $44.00.

These filmstrips discuss feelings and interpersonal relationships within a very current format. Teacher's guide contains script and suggestions for role-playing and discussion activities. For use with DuKane (cassette type) or cassette player and filmstrip projector.

Guess Who's in a Group? (3 parts)

What Do You Expect of Others? (3 parts)

Who Do You Think You Are? (3 parts)

You Got Mad, Are You Glad? (2 parts)

The Wonderful World of Work K-3: Pre-vocational filmstrips in Color and Sound. Denoyer-Geppert Publishers, Chicago, Illinois. Series: $149.00.

Each occupation is discussed with cartoon-type pictures on an early elementary level. For use with a record player and filmstrip projector.

ECF-101 Wally, the Worker Watcher

ECF-102 The Newspaper Boy

ECF-103 The Junior Home-Maker

ECF-104 Electrical Servicers

ECF-105 Gas and Oil Servicers

ECF-106 Telephone Servicers

ECF-107 Mail Delivery

ECF-108 Dairy Product Delivery

ECF-109 Drug Store

ECF-110 Super Market

ECF-111 Service Station

Sound Filmstrips (Contd.)

The World of Work: Vocational Opportunities. Eye Gate House, Inc., Jamaica, New York. Series: $130.00.

The series contains a filmstrip and cassette recording describing the work in each occupation in some detail. Upper elementary. For use with cassette recorder and filmstrip projector.

8-2-A What Is Your Future in the Changing World of Work?

8-2-B Receptionist

8-2-C Automobile Mechanic

8-2-D TV and Radio Repair

8-2-E Tool and Die Maker

8-2-F Electrician

8-2-G Printer

8-2-H Sheet Metal Worker

8-2-I Automotive Sales Representative

8-2-J Cook

8-2-K Data Processing Clerk

8-2-L Sheet Metal Worker - Building Trades

8-2-M Medical Assistant

8-2-N Real Estate Sales

MIDDLE AND HIGH SCHOOL CAREER RESOURCES

	OCCUPATIONAL INFORMATION	EDUCATIONAL INFORMATION	SELF-AWARENESS	INTERPERSONAL RELATIONS	DECISION-MAKING	THEORY, MODELS, PROJECTS, REPORTS
GAMES AND SIMULATION						
Careers					9	
The Career Game	9		9		9	
The Game of Life					9	
Human Relations Kit			9	9		
Job Experience Kit.	9		9			
Life Career			9		9	
Society Today					9	
FILMS AND FILMLOOPS						
"Is a Career In the Health Services For You?"	10					
Job Opportunities Series of Film Loops	10					
"Opportunity Everywhere"	11					
MICROFILMED MATERIALS						
VIEW - South Bend Deck.	11					
VIEW - Indiana Deck	11					
VIEW - Handicapped Deck	11					
VIEW - Post-Secondary Deck.		11				
PRINTED INFORMATION						
Student Books	11-17	11-17	11-17			
Student Kits.	18	18				
Educator Books.						18-19
(Note: Check Professional Literature Section, page 43)						
SOUND FILMSTRIPS						
A Direction for Tomorrow Series	20					
Guidance Associates Sound Filmstrips.		20-21	20-21	20-21	20-21	
SOUND/SLIDE PROGRAMS						
Certified Public Accountant	21					
Food-Service-Youth Opportunity in America.	22					
The Painting Trade.	22	22				
Roach-Appleton Manufacturing Co.	22					
Testing						22
"Walk-a-Mile"	22					22
TAPES						
Career Development Laboratory Series.	22-23					
Effective Communications Series			23	23		
Encountertapes for Vocational Education Groups.			23	23		
How to Survive in College Series.		23				
Locally-produced Interview Tapes.	23-24					
Vocational Interview Tapes.	24					
"What's It Like?" Series.	24					
World of Work Series: 1				25		
World of Work Series: 2 Get. a Job				25		
TESTS - Check pp. 56-57			56-57			

GAMES AND SIMULATION

Careers, Parker Bros., Salem, Mass. $4.00. - In this game each player decides, as in real life, what his own success formula will be. To obtain this success, the player goes through the various occupations for which he meets the requirements. The first player to achieve or succeed his own success formula is the winner of the game.

The Career Game, Educational Progress Corporation, 8538 E. 41st St., Tulsa, Oklahoma. $74.50. This is a semi-programmed game that focuses on career possibilities. By making a series of decisions (process of elimination irvolved) the player eventually discovers a career choice. His decisions along the way have been based on sound career information, an "educational price" attached to each choice, and his own individual interests, aptitudes, values and aspirations. Warning signals are frequent.

The Game of Life, Milton Bradley Co., Springfield, Mass. $5.00. - In this game each player starts out on Life's highway. As they travel, they come to forks in the road and in most instances, the longer way offers greater rewards, but also greater penalties.

Human Relations Kit, McGraw-Hill Book Co., New York, New York. $169.50. This kit contains activity-orientated tapes, filmstrips, booklets and apparatus designed to develop positive work habits, attitudes and social skills.

Job Experience Kit, Science Research Associates, Chicago, Illinois. $130.00. In this kit are 20 individual packets which represent various fields of work. Each packet is designed to give students an opportunity to successfully solve problems typical of a certain occupation. Where appropriate and feasible, actual occupational tools are included.

Life Career, Western Publishing Co., Inc., New York, New York. $35.00 - Players walk through a span of eight years in the future, as the decision-makers for a fictitious person presented to them in the form of a profile or case history. Periodically, players are fed back the consequences of their decisions.

Society Today, CRM Books, Del Mar, California. $6.95. - This game reflects life in today's complex society - ever-changing conditions, twists of fate, great potentials, etc. As in life itself, what counts is your knowledge, judgment, confidence, luck and skill - your ability to make things happen the way you want them to happen. High school seniors to adults.

FILMS AND FILM LOOPS

Is a Career in the Health Services For You?, Aims Instructional Media Services, Inc., P.O. Box 1010, Hollywood, California. $190.00, sale. 16mm sound, color motion picture. Length: 14 minutes. Presents the career possibilities available in the health field. 8th grade through 12th.

Job Opportunities Series of Film Loops, Encyclopedia Britannica Educational Corporation, Chicago, Illinois. $22.00 ea. Length: approximately 4 or 5 minutes. A series of super 8mm color film loops which visualize the nature of the work involved in particular jobs. These are silent loops. For use with a super 8mm film loop projector.

Air-Conditioning and Refrigeration Mechanic
Appliance Servicemen
Automobile Body Repairmen
Automobile Mechanic
Bricklayers
Carpenters
Cement Masons
Cooks and Chefs
Cosmetologists
Customer Service Occupations (Electric Power Industry)
Dental Assistants
Dental Hygientists
Electricians
Firefighters
Forestry Aids
Gasoline Service Station Attendants
Licensed Practical Nurse
Linemen and Cable Splicers
All-Round Machinists
Mail Carriers
Medical Lab Technicians
Operating Engineers
Over-the-Road Truck Drivers
Painters and Paperhangers
Photographers
Policemen and Policewomen
Postal Clerk
Plumbers and Pipefitters
Registered Professional Nurse
Routemen
Salesmen and Saleswomen in Retail Stores
Sheet Metal Workers
Stewardesses
Surveyors
Television and Radio Service Technicians
Waiters and Waitresses
Welders - Oxygen and Arc Cutters

FILMS AND FILM LOOPS (Contd.)

Opportunity Everywhere, A career counseling film from Vocational Films, Park Ridge, Illinois. $120.00, sale. 16mm sound, color motion picture. Length: 14 minutes. A contemporary film with no narration. Over 156 different occupations are shown including many with minority group participation. 7th grade through 12th grade.

MICROFILMED MATERIALS

VIEW - South Bend Deck. Developed by the Career Resource Center. Each VIEW microfilm aperature card contains two pages of pertinent job information concerning a specific job.

VIEW - Indiana Deck. Developed by the Indiana Career Guidance Center at Bloomington, Indiana. A VIEW deck containing the same type of job information as listed above, but with information on a state-wide basis rather than localized to the South Bend area.

VIEW - Handicapped Deck. Developed by the Indiana Career Guidance Center at Bloomington, Indiana. This VIEW deck contains information on specific jobs for the handicapped person.

VIEW - Post-Secondary Deck. Developed by the Indiana Career Guidance Center at Bloomington, Indiana. This deck contains educational information. It focuses on training institutions located in the State of Indiana.

PRINTED INFORMATION

Student Books

The ACAC Handbook For College Admissions, Association of College Admissions Counselors, Evanston, Illinois, 1967.

American Trade Schools Directory, Emily Berglie and Ulrich Croner, Croner Publications, Inc.

The Blue Book of Occupational Education, Max Russell, ed., CCM Information Corporation, New York, New York, 1970.

Career Opportunities - Agricultural, Forestry, and Oceanographic Technicians, Howard Sidney, J. G. Ferguson Publishing Co., Chicago, Illinois, 1969.

Career Opportunities - Community Service and Related Specialists, Sylvia J. Bayliss and others, ed., J. G. Ferguson Publishing Co., Chicago, Illinois, 1969.

Career Opportunities - Engineering Technicians, Walter J. Brooking, ed., J. G. Ferguson Publishing Co., Chicago, Illinois, 1969.

PRINTED INFORMATION

Student Books (Contd.)

Career Opportunities - Marketing, Business and Office Specialists, Garland D. Wiggs, ed., J. G. Ferguson Publishing Co., Chicago, Illinois, 1969.

Career Opportunities in the Field of Mental Retardation, U. S. Department of Health, Education and Welfare, 1969.

Careers and Opportunities in Retailing, Harriet Wilinsky, E. P. Dutton and Company, Inc., New York, New York, 1970.

A Chance To Go To College, College Entrance Examination Board, Princeton, New Jersey, 1971.

Chronicle Educational Materials, Chronicle Guidance Publications, Inc., Moravia, New York.

College Charts - Colleges Classified 1971
Guide to College Majors
Student Aid Manual
Major Fields of Study

The College Blue Book Series 1969/70, Max Russell, ed. (10 vol. reference set, 13th ed.) CCM Information Corporation, New York, New York, 1969.

Guide and Index to the College Blue Book 1969/70
U. S. Colleges: Tabular Data
U. S. Colleges: Narrative Descriptions
Degrees Offered by Subject
Degrees Offered by College
College Atlas
Specialized Educational Programs
Professions, Careers, and Accreditation
Scholarships, Fellowships and Grants
Secondary Schools in the U. S.

The College Handbook, College Examination Board, 1969.

Directory of Career Resource Personnel in the South Bend-Mishawaka Community. Developed by the Career Resource Center with the cooperation of the local Kiwanis Clubs.

Directory of Member Colleges, The Council for the Advancement of Small Colleges, Washington, D.C.

The Encyclopedia of Careers and Vocational Guidance, Volume I - Planning Your Career, Volume II - Careers and Occupations, William E. Hopke, ed., Doubleday and Company, Inc., Chicago, Illinois, 1967.

PRINTED INFORMATION

Student Books (Contd.)

Encyclopedia of Job Descriptions in Manufacturing, Sextant Series, Alp. Publications, Inc., Milwaukee, Wisc., 1968.

A Guide To Careers Through Vocational Education, Edwin A. Whitfield and Richard Hoover, Robert Knapp Publishing Co., San Diego, California, 1968.

Health Careers Guidebook, U. S. Department of Labor.

Horizons Unlimited, American Medical Association, Chicago, Illinois, 1966.

How To Find and Apply For a Job, Helen Keily and R. G. Walters, South-Western Publishing Co., Cincinnati, Ohio, 1970.

Job Guides For Young Workers 1969-1970 Edition, U. S. Department of Labor Manpower Administration.

Job Opportunities For Young Negroes, Adrian A. Paradis, David McKay Co., Inc., New York, 1969.

Know Your Union, Donald F. Daly, Dorrance and Co., Philadelphia, 1964.

Know Yourself, Dr. Arnold L. Gandey and Dr. George S. Elias, McGraw-Hill Co., New York, New York, 1966.

Occupational Outlook Handbook, 1970-1971 Edition, U. S. Department of Labor.

Occupations and Careers, S. Norman Feingold and Sol Swerdloff, McGraw-Hill Co., Inc., New York, New York, 1969.

On the Job, Joe Norton, Ed., J. G. Ferguson Publishing Co., Chicago, Illinois, 1970.

Opportunities in Accounting, Raymond G. Ankers,Vocational Guidance Manuals, New York, New York, 1967.

Opportunities in Acting, Dick Moore, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Advertising Careers, George T. Clarke, Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in Agricultural Engineering, Archie A. Stone Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in an Architecture Career, Robert J. Piper, Vocational Guidance Manuals, New York, New York, 1970.

PRINTED INFORMATION

Student Books (Contd.)

Opportunities in the Biological Sciences, Charles A. Winter, Vocational Guidance Manuals, New York, New York, 1970.

Opportunities in Building Construction, Michael Sumichrast and Charles P. McMahon, Vocational Guidance Manuals, New York, New York, 1971.

Opportunities in Ceramic Engineering, Samuel R. Scholes, Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in the Chemical Sciences, John N. Woodburn, Vocational Guidance Manuals, New York, New York, 1971.

Opportunities in a Dancing Career, Paul Denis, Vocational Guidance Manuals, New York, New York, 1966.

Opportunities in a Drafting Career, Benjamin J. Stern, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Electrical and Electronic Engineering, Paul Shackleton, Vocational Guidance Manuals, New York, New York, 1964.

Opportunities in Food Preparation and Service, Jacob Rosenthal, Vocational Guidance Manuals, New York, New York, 1969.

Opportunities in Food Service and Technology, Joseph Endres, Vocational Guidance Manuals, New York, New York, 1969.

Opportunities in Foreign Language Careers, Theodore Huebener, Vocational Guidance Manuals, New York, New York, 1964.

Opportunities in Foreign Service, Lucille Harrigan, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Forestry Careers, E. L. Demmon, Vocational Guidance Manuals, New York, New York, 1967.

Opportunities in Free Lance Writing, Hazel Carter Maxon, Vocational Guidance Manuals, New York, New York, 1964.

Opportunities in Geology and Geological Engineering, Alfred K. Snelgrove, Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in Graphic Arts Careers, Raymond A. Ballinger, Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in Graphic Communications, George Reinfeld, Jr., Vocational Guidance Manuals, New York, New York, 1971.

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Student Books (Contd.)

Opportunities in the Hotel and Motel Industry, Shepard Henkin, Vocational Guidance Manuals, New York, New York, 1967.

Opportunities in Industrial Design, Arthur J. Pulos, Vocational Guidance Manuals, New York, New York, 1970.

Opportunities in Interior Design and Decorating, Victoria Ball, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Journalism Careers, John M. Barry, Vocational Guidance Manuals, New York, New York, 1967.

Opportunities in Landscape Architecture, Ralph E. Griswold, Vocational Guidance Manuals, New York, New York, 1970.

Opportunities in Law Enforcement Careers, James D. Stinchcomb, Vocational Guidance Manuals, New York, New York, 1971.

Opportunities in a Law Career, Sheldon P. Elliott, Vocational Guidance Manuals, New York, New York, 1969.

Opportunities in Machine Shop Careers, Benjamin J. Stern, Vocational Guidance Manuals, New York, New York, 1969.

Opportunities in Management Careers, Irene Place, Vocational Guidance Manuals, New York, New York, 1969.

Opportunities in Market Research, John H. Platten, Vocational Guidance Manuals, New York, New York, 1966.

Opportunities in Mathematics Careers, Harry M. Gehman, Vocational Guidance Manuals, New York, New York, 1964.

Opportunities in Music Careers, Sigmund Spaeth, Vocational Guidance Manuals, New York, New York, 1966.

Opportunities in Nursing Careers, Weiss Olag, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Occupational Therapy, Marie Louise Franciscus, Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in Oceanographic Careers, Odom Fanning, Vocational Guidance Manuals, New York, New York, 1969.

Opportunities in Optometry Careers, Frank M. Kitchell, Vocational Guidance Manuals, New York, New York, 1967.

PRINTED INFORMATION

Student Books (Contd.)

Opportunities in Osteopathic Medicine, Lawrence W. Mills, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Personnel Management, David Mack, Vocational Guidance Manuals, New York, New York, 1969.

Opportunities in Physical Therapy, Bernice Krumhanse, Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in Plastic Careers, Dennis A. Dearle, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Psychology Careers, Donald E. Super, Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in Public Relations, Shepard Henkin, Vocational Guidance Manuals, New York, New York, 1964.

Opportunities in Recreation and Outdoor Education, J. B. Nash, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Sales Careers, Kenneth Haas, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in the Securities Business, Sam Shulsky, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Social Work Careers, Joseph Anderson, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Speech Pathology, Parley W. Newman, Vocational Guidance Manuals, New York, New York, 1968.

Opportunities in Teaching Careers, Benjamin Fine, Vocational Guidance Manuals, New York, New York, 1963.

Opportunities in Technical Writing, Jay R. Gould, Vocational Guidance Manuals, New York, New York, 1964.

Opportunities in the Textile Industry, Robert A. Barnhardt, Vocational Guidance Manuals, New York, New York, 1966.

Opportunities in Traffic Engineering, Carlton C. Robinson, Vocational Guidance Manuals, New York, New York, 1966.

Opportunities in Travel Careers, Don Short, Vocational Guidance Manuals, New York, New York, 1966.

PRINTED INFORMATION

Student Books (Contd.)

Opportunities in Vocational and Protestant Religious Occupations, Dr. John Oliver Nelson, Vocational Guidance Manuals, New York, New York, 1963.

The Peace Corps Reader, compiled for the Peace Corps., Washington, D.C. Free.

The Resume Workbook, Carolyn Nutter, Carroll Press, Cranston, Rhode Island.

The Sextant Series, Alp Publications, Inc., Milwaukee, Wisconsin, 1968.

- Agriculture
- Air Transportation
- Banking
- Graphic Arts
- Hospitals
- Hotels and Restaurants
- Insurance
- Manufacturing Salaried
- Manufacturing Wage
- Merchandising
- Protective Agencies
- Public Utilities
- Recreation, Parks, and Services
- Professions

Your Career in the World of Travel, Dorothy and Joseph Dowdell, Simon and Schuster, Inc., New York, New York, 1971

Your Future in Civil Engineering, Alfred Golze, Richards Rosen Press, New York, New York, 1965.

Your Future in Computer Programming, Sidney Davis, Richards Rosen Press, New York, New York, 1969.

NOTE: At the Career Resource Center there is also a vertical file of career briefs, pamphlets, and other informational materials.

Student Kits

Careers Kits, Largo, Florida. $172.00 complete. Each of these five kits contains printed occupational information in a "job brief" format.

Business Careers Kit
Health Careers Kit
Industrial Careers Kit
Science Careers Kit
Semi-Skilled Careers Kit

Careers For High School Graduates, Science Research Associates, Chicago, Illinois. $38.25. This kit contains job briefs relating to careers for high school graduates.

Careers For Women Kit, Science Research Associates, Chicago, Illinois. $36.25. This kit contains job briefs relating to careers for women.

College Entrance Viewdeck, Chronicle Guidance Publications, Inc., Moravia, New York. $160.00. Basically a file of college information on two and four year schools. The resource is organized such that a student selects desired factors (major area, geographic location, etc.) about the training he would like to receive. These factor cards are then put in the lighted Viewdeck to reveal names of colleges which offer these particular opportunities.

Occupational Exploration Kit, Science Research Associates, Chicago, Illinois. $107.50. These kits include a device called an "Occuscan". This allows students to choose their own interest areas and evaluate their scholastic strengths and weaknesses to come up with job briefs that are appropriate for them.

Work Widening Occupational Roles Kit, Science Research Associates, Chicago, Illinois. $158.50. This kit contains job briefs written in story format. Early middle school only.

Educator Books

Beyond High School, James Trent and Leland Medsker, Jossey-Bass, Inc. San Francisco, 1968.

Career Guidance Practices in School and Community, Lorraine Sundal Hansen, American Personnel and Guidance Association, Washington, D. C. 1970.

Career Information in Counseling and Teaching, Lee E. Isaacson, Allyn and Bacon, Inc., Boston, Massachusetts, 1971.

Computer-based Vocational Guidance Systems, U. S. Department of Health, Education, and Welfare, Office of Education.

Games For Growth, Alice Kaplan Gordon, Science Research Associates, College Division, Palo Alto, California, 1970.

Educator Books (Contd.)

Interest and Personality Inventories, from Guidance Monograph Series III: Testing, William Cottle, Houghton Mifflin Company, Boston, Massachusetts, 1968.

Occupational Information, Max F. Baer and Edward C. Roeber, eds. Science Research Associates, Inc., Chicago, 1964.

Occupational Information, Robert Hoppock, McGraw-Hill Book Company, New York, New York, 1967.

75,000 High School Seniors - Their Educational and Vocational Plans, Manpower Report 70-1, Purdue University, Office of Manpower Studies, SCC-A, Lafayette, Indiana, 1970.

Simulation Games in Learning, Sarane S. Boocock and E. O. Schild, ed., Sage Publications, Inc., Beverly Hills, California, 1968.

Theories of Career Development, Samuel H. Osipow, Appleton-Century-Crofts Publishing Company, New York, New York, 1968.

Vocational Behavior: Readings in Theory and Research, Donald G. Zytowski, Holt, Rinehart and Winston, Inc., New York, New York, 1968.

Vocational Guidance and Career Development In the Schools: Toward a Systems Approach, Edwin L. Herr and Stanley H. Cramer, Houghton Mifflin Company, Boston, Massachusetts, 1972.

Also at the Career Resource Center are copies of state career education model programs, curriculum guides and other such related materials.

*Note: Check professional literature section in this bibliography for additional educator books.

SOUND FILMSTRIPS

A Direction For Tomorrow Series, Bowmar, 622 Rodier Drive, Glendale, California, $412.59. A collection of filmstrip/tape sets covering seven career areas. Length: 5-7 minutes per individual filmstrip/tape. For use with a DuKane (cassette type) or a cassette player and filmstrip projector.

Compassion For People: LPN, Mental Health Aid, Registered Orthotist, Registered Professional Nurse, Inhalation Therapy Technician are featured.

The Nation's Builders: Heavy Equipment Operator, Carpenter, Electrician, Civil Engineering Technician, Architectual Draftsman are featured.

The Age of Electronics: Environmental Test Technician, Electro Mechanical Assembler, Technical Writer, Electronic Technician, Machinist are featured.

Man Has Wings: Aircraft Engine Mechanic, Pilot Flight Instructor, Air Frame Mechanic, Air Controller, Passenger Service Agent are featured.

Cabbages To Kings and Various Things: Sales Associate, Display Man, Credit Counselor, Merchandising Manager (TBA), Warehouse Man are featured.

The Money Tree: Real Estate Appraiser, Investment Counselor, New Accounts Clerk, Bank Teller, Decoder Machine Operator are featured.

Jobs For The Now Generation: Equipment Rental Assistant, Food Service Assistant, Park and Recreation Assistant, Electronic Technician, Real Estate Management Trainee are featured.

Guidance Associates Sound Filmstrips Series, Guidance Associates of Pleasantville, New York. Price for each set is determined by the number of parts per set; one part set, $20.00; two part set, $39.00; and three part set, $44.00. These filmstrips deal with informational and motivational types of material. Subjects covered include career development, personal maturity, school and social success, and contemporary social issues. Length: 10-15 minutes per part. For use with the DuKane (cassette type) or cassette player and filmstrip projector.

The Alienated Generation (3 parts)
As They Grow, Elementary Guidance: New Dimensions in Meeting Pupil Needs (2 parts)
Babysitting (2 parts)
Careers in Materials Engineering: The Aerospace Age (1 part)
Choosing a College (1 part)
Choosing Your Career (2 parts)
College Dropouts: Six Out of Ten (2 parts)

SOUND FILMSTRIPS

Guidance Associates Sound Filmstrips Series (Contd.)

Dare To Be Different (2 parts)
Dropping Out: Road to Nowhere (2 parts)
The Exploited Generation (2 parts)
Failure: A Step Towards Growth (2 parts)
Footprints on the Moon (2 parts)
Four Who Quit (2 parts)
Frontiers in Space and Undersea (1 part)
Getting and Keeping Your First Job (2 parts)
High School Course Selection and Your Career (2 parts)
How To Succeed in High School - By Trying (2 parts)
Hung-Up on Homework (2 parts)
I Never Looked At It That Way Before (2 parts)
I Wish I'd Known That Before I Went To College (2 parts)
Job Attitudes: A Job That Goes Someplace (1 part)
Job Attitudes: Liking Your Job and Your Life (2 parts)
Job Attitudes: On-the-Job Four Trainees (2 parts)
Job Attitudes: Trouble At Work (2 parts)
Job Attitudes: Why Work At All? (1 part)
Jobs and Gender (2 parts)
Jobs For High School Students (2 parts)
Liberty Street: One Way? (2 parts)
New Horizon: Careers in School Food Service (1 part)
A New Look at Home Economics Careers (1 part)
An Overview of Technical Education (2 parts)
Personal Commitment: Where Do We Stand? (2 parts)
Preparing for the Jobs of the 70's (2 parts)
Preparing for the World of Work (2 parts)
The Role of the Counselor in the Secondary School (1 part)
Testing: It's Place in Education Today (2 parts)
Think of Others First (2 parts)
The Tuned-Out Generation (2 parts)
Values For Teenagers: The Choice is Yours (2 parts)
What You Should Know Before You Go To Work (2 parts)
Who Should Go To College (1 part)
Your First Year in High School (2 parts)
Your Future in Elementary School Teaching (1 part)
Your Job Interview (2 parts)
Your Personality: The You Others Know (2 parts)

SOUND/SLIDE PROGRAMS

The Certified Public Accountant Sound/Slide Program, Produced by the Career Resource Center. Length: 17 minutes. Its purpose is to create a career awareness in the broad field of accountancy. For use with a carousel projector and a cassette player.

SOUND/SLIDE PROGRAMS (Contd.)

Food Service - Youth Opportunity in America Sound/Slide Program, Peavey Company, Minneapolis, Minnesota, $32.50. A program developed to present the facts on the food service industry and its career possibilities to high school students. Included is a resource unit with lesson plans. For use with a carousel projector and cassette player.

The Painting Trade Sound/Slide Program. A program developed by a graduate student in the guidance program at IUSB. Length: 6-7 minutes. In addition to a good explanation of the apprenticeship program, it also provides basic information on the job of painting. For use with the 3M sound-on-slide projector.

The Roach-Appleton Manufacturing Company Sound/Slide Program. This is a program developed by a graduate student at IUSB, who was employed at Roach-Appleton. Length: about 20 minutes. It depicts the many entry level jobs available within this company. For use with a 3M sound-on-slide projector.

Testing Sound/Slide Program. This program was developed at the Career Resource Center. Length: approximately 7 minutes. It provides the viewer with an introduction to vocational counseling and testing. The presentation also notes the tests available at the Career Resource Center. Thus, this program is primarily designed to prepare a student for vocational testing. For use with a carousel projector and a Teaching Dynamics machine.

The Walk-A-Mile Sound/Slide Program. Produced at the Career Resource Center. Length: 3 minutes. A light musical presentation which takes the audience through a "Walk-A-Mile In My Shoes" view of jobs. Ideal for use as an introduction to a career program. For use with a carousel projector and cassette player. Middle school level.

TAPES

Career Development Laboratory Tape Series, Educational Progress Corporation, Tulsa, Oklahoma, $210.00. Workers from sixty occupations are interviewed in this series of thirty tapes. Length: approximately 15 minutes. For use with cassette player.

Electrician/Dentist
Fashion Model/Actor
Stewardess/Buyer
Policewoman/Dental Hygienist
Computer Programmer/Veterinarian
Account Executive/Radio Broadcaster
Business Consultant/Salesman
Minister/Personnel Counselor
Research Scientist/Pharmacist
High School Teacher/Technical Writer

TAPES (Contd.)

Court Reporter/Telephone Operator
Physician/Dietician
Medical Technologist/Physical Therapist
Commercial Pilot/Professor
Banker/Cost Analyst
Librarian/Editor
Commercial Artist/Theatrical Agent
Secretary/Social Worker
Park Director/Reporter
Cosmetologist/Nurse
Forester/Military Personnel
Lawyer/Architect
Waiter/Restaurant Manager/Stockbroker
Electronic Assembler/Auto Mechanic
Record Producer/Photographer
Teaching Assistant (Nursery School)/Tool and Die Maker
Golf Professional/Fireman
Accountant/Insurance Salesman
Civil Engineer/Electronic Technician
Realtor/Driver/Salesman

Effective Communication Tape Series, Argus Communications, 3505 N. Ashland Avenue, Chicago, Illinois, $27.50. Four tapes on effective communications for use in the classroom. For use with cassette player.

The Art of Listening
Awareness of Feelings
Speech Mannerisms and Body Talk
Attacking and Defending

Encountertapes for Vocational Education Groups, Human Development Institute, Atlanta, Georgia, $500.00. The aim of this program of ten tapes is to enhance vocational potential in the individual through better understanding and a broadened experiencing of himself. Each tape has a special learning emphasis. Late high school only. Length: each of the exercises takes one and a half hours to complete. For use with reel-to-reel recorder or cassette player.

How To Survive in College Cassette Tape Series, Anacomp, Inc., 804 East 38th Street, Indianapolis, Indiana. Eight tapes containing five hours of lectures which may be useful with high school seniors.

Locally-produced Interview Cassette Tapes. These interview tapes were developed at the Career Resource Center by young adults as a sample of what could be done on a local level. Length: approximately 7-10 minutes. For use with cassette player.

Auto Mechanic/Florist
Auto Parts Salesman/Auto Body Repairman
Baker/Beautician

TAPES (Contd.)

Barber
Commercial Artist/Model
Dental Assistant/Dental Hygienist
Duplicating Machine Operator
Health Cluster: Orderly, Admitting Clerk, Dental Assistant, Dental Hygienist, X-ray Technician, Nurses' Aid, Inhalation Therapist, EKG Technician, LPN
Matron
Photographer/Model
Telephone Operator

Vocational Interview Cassette Tape Series, Guidance Associates of Pleasantville, New York, $7.50 each. Workers from several occupations are interviewed in this series of tapes. Length: approximately 5 minutes. For use with cassette player.

Your Future as an Appliance Serviceman
Your Future as a Carpenter
Your Future as a Dental Technician
Your Future as a Draftsman
Your Future as an Electrician
Your Future as a Licensed Practical Nurse
Your Future as a Medical Laboratory Technician
Your Future as a Tool and Die Maker

What's It Like? Cassette Tape Series, John Colburn Associates, Wheeling, Illinois, $148.75. This is a series of twenty-two career interviews made specifically for inter-city youth and ethnic minorities. Length: 15 minutes. For use with cassette player.

Air Traffic Controller
Bookkeeper
Buyer
Clerk Typist
District Sales Manager
Retail Division Manager
Employee Development Specialist
Employment Representative
Executive Chef
Freight Checker
Airline Instructor (Reservations)
Layout Operator (Manufacturing)
Emergency Room Nurse
Receptionist
Restaurant Manager
Section Chief (Manufacturing)
Special Purpose Coordinator
Airline Ticket Agent
Truck Maintenance Man
Bank Vice President
Store Detective

TAPES (Contd.)

World of Work Cassette Tape Series: 1, Educational Resources, Inc., New York, New York, $249.50. This series consists of fourteen topic tapes and six discussion tapes. These tapes should stimulate group discussion and interaction on various job problems. Length: approximately 15 minutes. For use with cassette player.

The First Few Days
Getting Help and Information
My Man, My Creep
Too Much Talk
Don't Blow Your Cool
The Magic Words That Get You Fired
Excuses
Supervisors are Human, Too
Money, Money, Money
Company Rules and Company Customs
Stick Up For Your Rights
Promotions
Giving Notice
The Fast Exit

World of Work Cassette Tape Series 2: Getting a Job, Educational Resources, Inc, New York, New York. This series consists of nine topic tapes and three discussion tapes. These tapes will stimulate group discussion and interaction on various problems encountered in getting a job. Length: approximately 15 minutes. For use with cassette player.

Contacting Job Interviews
The Agency Interview
Words You Must Learn
What You Need to Know To Fill Out an Application Form
Making a Good Impression
Selling Yourself
The Positive Approach
Handling Difficult Questions
The Wrap-Up

POST SECONDARY CAREER RESOURCES

	OCCUPATIONAL INFORMATION	EDUCATIONAL INFORMATION	SELF-AWARENESS	INTERPERSONAL RELATIONS	DECISION-MAKING	THEORY, MODELS, PROJECTS, REPORTS
GAMES AND SIMULATION						
The Career Game	26		26		26	
Games People Play Game			26	26		
Group Therapy Game			26	26		
Human Relations Kit			26	26		
Insight			26	26		
Sensitivity			26	26		
Society Today			27		27	
FILMS						
Opportunity Everywhere	27					
Man the Man			27			
Faces of Man			27			
Roles and Goals			27			
MICROFILMED MATERIALS						
VIEW - South Bend Deck	27					
VIEW - Indiana Deck	27					
VIEW - Post-Secondary Deck		27				
PRINTED INFORMATION						
Student Books	28-33	28-33	28-33		28-33	
Kits - Basic Interpersonal Relations			34	34		
College Entrance View Deck		34				
The College Suggestor		34				
Occupational Exploration	34	34				
Educator Books (Note: See Professional Literature Section, page 43)						34-35
SOUND/SLIDE PROGRAMS						
Career Exploration			36		36	
Certified Public Accountant	36					
Painting Trade	36					
Testing						36
TAPE INTERVIEWS						
Career Development Lab	36-37					
Locally produced	37					
McGraw-Hill Seminars	37-38					
TAPE LECTURES						
Preparing Resumes/Interviewing	38				38	
Mental Health Info-Pak			38			
The Meaning of Life			38			
TAPE PROGRAMS						
Effective Communication			38	38		
Encountertapes			38	38		
How to Survive in College		39				39
Teacher Training Kits			39	39		
Understanding Human Relations			39	39		
Valuing			39	39		
TESTS - See pages 56-57			56-57			

GAMES AND SIMULATION

The Career Game, Educational Progress Corporation, 8538 East 41st Street, Tulsa, Oklahoma. $74.50. Designed to further career exploration, the game takes the individual on a career search. By making a series of decisions under a branching concept (process of elimination), the individual discovers a career area delineated by his or her own interests, aptitudes, values and aspirations. Each career card description suggests where to write or visit for more information. It also refers to the Career Development Laboratory unit of taped interviews on various occupations.

Games People Play Game, The Head Box, Education Products Division, P. O. Box 4762, Clinton, Iowa 52732. $11.00. Designed to simulate the games we play in our relationships with other people. Players proceed through "good" and "bad" feelings as they attempt to emerge themselves from the deceitfulness of games with people.

Group Therapy Game, The Head Box, Education Products Division, P.O. 4762, Clinton, Iowa 52732. $8.50. Players perform instructions and then are judged as to whether they were "with it" or whether they "copped out".

Human Relations Kit, Thiokol, McGraw-Hill Book Company, New York, New York. $169.50. This kit contains activity oriented cassette tapes, filmstrips, booklets and apparatus designed to develop positive work habits and social skills. It is effective for use with small counseling groups. Communication skills and goal setting behavior are among the skills developed by exercises such as: role playing, problem solving activities, progress evaluation exercises and visual and physical media.

Insight, The Head Box, Education Products Division, P. O. Box 4762, Clinton, Iowa 52732. $9.50. From a number of picture cards depicting various personality types, each player chooses the ones that he (she) feels fit him (her). He (she) also evaluates all the other players in terms of these cards. A comparison is then made between how the player perceives himself (herself) and how others perceive him (her).

Sensitivity, The Head Box, Education Products Division, P. O. 4762, Clinton, Iowa 52732. $11.00. Players assume the roles of characters whose lives are in great personal difficulties. Each player tries to make his or her character understandable to the group. Awards are given on the basis of performance. Next each player gets a "crisis" and must explain (within the context of the character he or she has developed) it to the group. Awards are given and advice cards are exchanged by the participants.

GAMES AND SIMULATION (Contd.)

Society Today, Communications Research Machines, Inc., Del Mar, California 92014. $6.95. Players seek to reach "the best of all possible worlds" using their knowledge about people and social institutions, their intelligence, luck, and judgment to meet the challenges of an ever-changing environment.

FILMS

Opportunity Everywhere, Vocational Films, 111 Euclid Avenue, Park Ridge, Illinois 60068 (Sale - $120.00 Rental - $12.00 for 3 days)
16mm sound, color motion picture; 400 feet, 11 minutes running time. This is a contemporary fast paced film with no narration. Sound is provided by a rock band and singer whose lyrics suggest that the viewer look around at all the things to do and choose from in preparing oneself for a meaningful life. Over 150 occupations are shown. Introductory level.

Filmstrips: designed to explore thoughts and feelings of the world around us. Includes filmstrip, pulsed records, picture sound coordination manual and discussion guide. Argus Communications, 3505 North Ashland Avenue, Chicago, Illinois 60657 $17.50 each.

Man the Man

Faces of Man

Roles and Goals

MICROFILMED MATERIALS

VIEW - South Bend Deck - Developed by the Career Resource Center. Each card presents two pages of pertinent job information covering a specific job available in the South Bend-Mishawaka area. Most cards portray entry level jobs, with a few describing jobs requiring post-high school training or education.

VIEW - Indiana Deck - Developed by the Indiana Career Guidance Center at Bloomington. The cards use a four page format to present job information on a state-wide basis.

VIEW - Post Secondary Deck - Developed by the Indiana Career Guidance Center at Bloomington. The cards use a four page format to present information on post secondary educational and training institutions located in the state of Indiana.

PRINTED INFORMATION

Student Books

The ACAC Handbook For College Admissions, Association of College Admissions Counselors, Evanston, Illinois 60201, 1967.

The Annual Guides to Graduate Study 1972, "Book VI: Education, Human Development,Nursing", Peterson's Guide Inc., P. O. Box 123, Princeton, New Jersey 08540.

Berglie, Emily and Ulrich Croner, American Trade Schools Directory, Croner Publications, 1957.

Brown, Newell, After College...What?, R. W. Lads Pub., 1968.

Brown, Judy and Donald Grossfield, I Wish I'd Known that Before I Went to College, Essandess Special Edition, 630 5th Avenue, New York 10020, 1966.

Calvert, Robert Jr. and John Steele, Planning Your Career, McGraw-Hill Book Company, 1963.

Career Opportunities, J. G. Ferguson Publishing Company, 1969.

- Vol. I: Agricultural, Forestry and Oceanographic Technician (Howard Sidney, edit.)
- Vol. II: Marketing, Business and Office Specialists (Garland D. Wiggs, edit.)
- Vol. III: Community Service and Related Specialists (Sylvia J. Bayliss, edit.)
- Vol. IV: Engineering Technician (Walter J. Brooking, edit.)
- Vol. V: Health Technicians (Walter M. Arnold, edit.)

A Chance to Go to College, College Entrance Examination Board, Princeton, New Jersey 08540, 1971.

Chapman, Elwood R., So You're A College Freshman, Science Research Associates, 1967.

Chronicle Educational Materials, Chronicle Guidance Publications, Inc., Moravia, New York 13118

- College Charts 1971-72
- Guide to College Majors 1971-72
- Student Aid Manual 1971-72
- Major Fields of Study 1971-73
- Colleges Classified 1971

The College Handbook, College Entrance Examination Board, Princeton, New Jersey, 1969.

PRINTED INFORMATION

Student Books (Contd.)

College Placement Annual, College Placement Council, 1971.

Dictionary of Occupational Titles, U. S. Department of Labor, Manpower Administration, 1965.

Vol. I: Definitions of Titles
Vol. II: Occupational Classification
1966 Supplement to D.O.T.

Directory of Career Resource Personnel in the South Bend-Mishawaka Community, Prepared by the local Kiwanis Club and the Career Resource Center. Provides a list of persons from the local community who are willing to talk about their career areas with individuals and/or groups.

Directory of Member Colleges, The Council for the Advancement of Small Colleges, Washington, D. C. 20036.

Dunphy, Philip (edit.), Career Development for the College Student, The Carroll Press, 1969.

Endicott, Frank S., College Students Guide to Career Planning, Rand McNally and Company, 1967.

Fall Enrollment in Higher Education, National Center for Education Statistics.

Health Careers Guidebook, U. S. Dept. of Labor, Manpower Administration.

Higher Education Directory 1970-1971, National Center for Education Statistics, U. S. Government Printing Office.

Hopke, William (edit.), The Encyclopedia of Careers and Vocational Guidance, Doubleday and Company, 1967.

Vol. I Planning Your Career
Vol. II Careers and Occupations

Indiana Directory of Private Vocational, Technical, Trade and Correspondence Schools Registered in the Office of the State Superintendent of Public Instruction, Indianapolis, Indiana, 1969.

Indiana Regional Employment Projections 1967-1975, Indiana Employment Security Division, Research and Statistics Section

Keily, Helen J. and R. G. Walters, How to Find and Apply for a Job Southwestern Publishing Company, 1960.

PRINTED INFORMATION

Student Books (Contd.)

Marshall, Max L., Cowles Guide to Careers and Professions, Cowles Education Corp., 1968.

Nutter, Carolyn F., The Resume Workbook, Carroll Press Publishers, 1970.

Occupational Outlook for College Graduates 1970-71 edition, U. S. Department of Labor, Bureau of Labor Statistics.

Occupational Outlook Handbook 1970-1971 edition, U. S. Department of Labor, Bureau of Labor Statistics.

Pauk, Walter, How to Study in College, Houghton Mifflin Co., 1962.

The Peace Corps Reader, Office of Public Affairs, Peace Corps, 1969.

Rubinfield, William A., What You Must Know About Getting Into College, Vocational Guidance Manuals, Universal Publishing and Distributing Education, 1971.

Russell, Max (edit.), The Blue Book of Occupational Education, CCM Information Corporation, New York, New York, 10022, 1970.

Russell, Max (edit.), The College Blue Book Series 1969/70, CCM Information Corporation, New York, New York 10022.

Guide and Index to the College Blue Book
U. S. Colleges: Tabular Data
U. S. Colleges: Narrative Descriptions
Degrees Offered by Subject
Degrees Offered by College
College Atlas
Specialized Educational Information
Professions, Careers and Accreditation
Scholarships, Fellowships and Grants
Secondary Schools in the U. S.

Steinberg, J. Leonard, Guide to Careers Through College Majors, Robert Knapp, 1964.

Vocational Guidance Manuals

Universal Publishing and Distributing Education, 235 East 45th Street, New York, New York 10017.

A series of books providing comprehensive information on selected careers. The following manuals are available:

PRINTED INFORMATION

Student Books (Contd.)

Vocational Guidance Manuals

Opportunities in Accounting by Raymond Ankers, 1967.

Opportunities in Acting by Dick Moore, 1963.

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Opportunities in Industrial Design by Arthur J. Pulas, 1970.

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Opportunities in Journalism Careers by John Berry, 1967.

Opportunities in Landscape Architecture by Ralph Griswald, 1970.

Opportunities in Law Enforcement Careers by James Stinchcomb, 1971.

Opportunities in a Law Career by Sheldon Elliott, 1969.

Opportunities in Machine Shop Trades by Benjamin Stern, 1969.

Opportunities in Management Careers by Irene Place, 1969.

Opportunities in Market Research by John Platter, 1966.

Opportunities in Mathematics Careers by Harry Gehman, 1964.

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*Occupational information (booklets, pamphlets, etc.) on a wide variety of careers is available at the Center.

*Educational information (catalogs, literature on accreditation, etc.) is available at the Center.

Kits

Basic Interpersonal Relations, Argus Communications, 3505 North Ashland Avenue, Chicago, Illinois, 60657. $25.00. Five programmed texts direct participants through a series of interpersonal exercises, group discussions and interaction activities. The goal of this program is to expand ability to live and work cooperatively and effectively with others. For introductory groups of four to seven people, ages 16 to adult. Five sessions (7-1/2 hours total).

College Entrance View Deck, Chronicle Guidance Publications, Inc., Moravia, New York. $160.00. A file of information on two and four year colleges organized so that the user may select desired factors, put them into a lighted viewing deck and receive names of colleges offering these opportunities. Characteristics which may be put into the deck include: geographic location, school type, study program, cost, size, accreditation and control.

The College Suggestor, Information Resources Press, Washington, D.C., 20037. $40.00. An information system designed for quick location of colleges which best fit user specifications. Includes data on over 2,500 colleges and technical schools.

Occupational Exploration Kit, Science Research Associates, 259 East Erie Street, Chicago, Illinois, 60611. $107.50. Contains printed occupational information in a "job brief" format including information such as: nature of the work, historical background, requirements for entering the field, future outlook of the job and salary information. An "OccuScan" device is included which allows students to choose their own interest areas and evaluate their scholastic strengths or weaknesses to come up with appropriate job briefs.

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Trent, James and Leland Medsker, Beyond High School, Jossey-Bass, Inc., 1968 .

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SOUND/SLIDE PROGRAMS

Career Exploration Sound/Slide Program - Length: 14 minutes. Designed to encourage post secondary students to react to visual stimuli in ranking their self estimates of values and occupational roles. Ratings are made on a response sheet and lead into related academic majors. Kodak carousel slide tray and pulsed cassette tape.

Certified Public Accountant Sound/Slide Program - Length: 17 minutes. Describes careers in accountancy. Local educational opportunities and job settings are emphasized. Kodak carousel slide tray and pulsed cassette tape.

Painting Trade Sound/Slide - Length: 7 minutes. Portrays and describes local training and apprenticeship programs for future professional painters. On-the-job techniques and settings are also pictured. 3M sound/slide projector.

Testing Sound/Slide - Length: 7 minutes. Provides an introduction to vocational counseling and vocational testing. Teaching Dynamics Machine.

TAPES

Interviews

Career Development Laboratory Tape Series, Educational Progress Corporation, Tulsa, Oklahoma, $210.00. Thirty cassette tapes of unrehearsed interviews with workers in 60 occupations. Approximately 60% of the occupations presented require post high school education or training. Also included are written summaries for each occupation suggesting further questions and related occupations. Length: approximately 15 minutes. Cassette player.

Computer programmer
Dentist
Lawyer
Librarian
Minister
Physician
Professor
Research scientist
Social worker
Veterinarian

Accountant
Account executive
Architect
Business consultant
Civil engineer

Commercial artist
Commercial pilot
Cost analyst
Editor
Forester
High School teacher
Medical technologist
Nurse
Park director
Pharmacist
Physical therapist
Radio broadcaster
Reporter
Stockbroker

Actor

Cosmetologist
Court reporter
Dental hygienist
Dietician
Electrician
Policewoman
Technical writer
Theatrical agent

Auto mechanic
Banker
Buyer
Driver/salesman
Electronic assembler
Electronic technician
Fashion model

TAPES

Interviews (Contd.)

Fireman
Golf professional
Insurance salesman
Military personnel
Personnel counselor
Photographer
Realtor
Record producer
Salesman
Secretary
Stewardess
Teaching Assistant
Telephone operator
Tool and die maker
Waiter/Restaurant manager

Locally-produced Interview Cassette Tapes - Length: approximately 7-10 minutes long. These interview cassette tapes were developed at the Career Resource Center.

Mechanic/Florist
Auto Parts Salesman/Auto Body Repairman
Baker/Beautician
Barber
Commercial Artist/Model
Dental Assistant/Dental Hygienist
Duplicating Machine Operator
Health cluster: Orderly, Admitting Clerk, Dental Assistant, Dental Hygienist, X-Ray Technician, Nurses Aid, Inhalation Therapist, EKG Technician, LPN
Matron
Photographer/Model
Telephone Operator

McGraw-Hill Sound Seminar, McGraw-Hill Book Company, P. O. Box 404, Hightstown, New Jersey 08520, $11.00 per cassette tape. A series of cassette tapes of interviews with workers in different careers. Each tape is approximately 30 minutes in length.

Career in Psychology: College teaching
Psychiatric Nurse
Music Education Teacher
Probation Office
Careers for the English Major
Business Administration
Social Service Administrator
Medical Technician
Career in Social Psychology

TAPES

Interviews (Contd.)

Career in Junior College Administration
Consumer Finance as a Career
Child Psychology as a Career
Career Opportunities in Music
A Career in Forestry
A Career in Special Education
Insurance as a Career

Lectures

Preparing Your Resume and How to Interview, Audio Information Corporation, Pomona, California 91767, $5.58. A cassette tape presentation especially applicable to college students seeking careers in business and industry. Sample resume included. Approximately one hour in length.

Mental Health Info-Pak Cassette Series, Instructional Dynamics Inc., 166 E. Superior Street, Chicago, Illinois, 60611. This series is composed of five tapes (30 minutes each) in which Dr. Carl Rogers relates some of the problems experienced in "finding yourself". He verbally reacts to many different emotional circumstances and directs his comments toward the promotion of growth and the development of insightful skills which promote feelings of self-worth in the individual. Titles in the series are: "Sharing Something of Yourself", "The Place of Feelings and Emotions", "Is it Possible to be Yourself?", "The Struggle To Become a Person", and "What are the Goals of Life?".

The Meaning of Life, Argus Communications, Chicago, Illinois 60657, $18.00. A series of three cassette tapes by Dr. Viktor Frankl. Dr. Frankl lectures on creating "life out of life".

Programs

Effective Communication, Argus Communications, 3505 North Ashland Avenue, Chicago, Illinois 60657, $27.50. A series of four cassette tapes designed to expand awareness, improve self-expression and enhance group interaction. Ideal for classroom use with youth and adult groups. The self-directing tapes include: The Art of Listening, Awareness of Feelings, Speech Mannerisms and Body Talk, and Attacking and Defending.

Encountertapes for Vocational Education Groups, Human Development Institute, Atlanta, Georgia, $500.00. Encountertapes are designed to provide educational experiences through group encounter or interaction. The goal of the program is to enhance the individual's ability to make fuller use of his vocational potential through better understanding and a broadening experience of himself in relation to other people. The tapes are designed for use with groups of 8 to 10 persons meeting for ten sessions of 90 minutes each. The tapes are available in reel to reel or cassette form.

TAPES

Programs (Contd.)

How to Survive in College Cassette Tape Series, Anacomp, Inc., 804 East 38th Street, Indianapolis 46205. There are eight tapes (5 hours in total length) in this cassette version of a study skills course taught at Purdue University since 1956. The tapes may be used by an individual student as a self-help training course or in group situations. A workbook is included for the structured exercises of the course.

Teacher Training Kits, Argus Communications, 3505 North Ashland Avenue, Chicago, Illinois 60657. These kits offer personal experience for the teacher in understanding the value - clarifying process. The kits provide workshop settings in which teachers can develop this understanding through their own dynamic involvement. Materials (cassette tape, filmstrip, gaming devices) for 15 participants are included.

Kit I - Three Part program in Inductive Learning

Part I:	Group Dynamics	$17.50
Part II:	Inductive Learning	$17.50
Part III:	Change and the Generation Gap	$17.50
	All three parts	$48.00

Kit II - One day workshop on Value Clarification. Designed to help teachers to become more responsive to the world they share with students through activities that help identify, clarify and actualize values. $48.00.

Understanding Human Relations - An Introductory Program in Interpersonal Communications, Argus Communications, 3505 North Ashland Avenue, Chicago, Illinois 60657, $49.50. An introductory program on the theory and principle of the encounter group. The aim is to help individuals gain a way of strengthening their natural abilities. Designed for use with a group of from 6 to 12 persons (age 16 to adult), the program includes a one hour cassette tape by Carl Rogers and three 90 minute sessions of interpersonal exercises and discussions directed by cassette tape.

Valuing: Exploration and Discovery, Argus Communications, 3505 North Ashland Avenue, Chicago, Illinois 60657, $17.50. This kit includes a text focusing on trust, a checklist for measuring flexibility to change (cassette), taped situations for practice in effective listening and communicating, and exercises for interpersonal involvement. The program is designed for in-service training of counselors and teachers and for adult education groups.

EQUIPMENT FOR LOAN

The equipment listed below is listed in alphabetical order in three parts. The first listed is equipment that is at the Center for loan to educators for use in schools. (Reference is made in the grade level sections as to the method of use of the equipment.) The second section is equipment used for Center production, but still available for use by educators with Center staff help. The third section is equipment that travels with the mobile unit and is part of the traveling program of the Center.

We would encourage all educators to scan the equipment listed and mark those pieces of equipment that would seem to serve their needs in planning a program.

Prices of equipment will be given upon request by the Center for consideration of purchase by the persons using the equipment. Place and time of purchase might reflect difference in the purchase price of the item. We would encourage prospective purchaser to receive competetive bids on purchase of items listed from local distributors.

KEY

CASS	- Cassette	R	- Record
FS	- Filmstrip	P	- Photograph
MS	- Motion and Sound	M	- Motion only
S	- Sound only	SL	- Slides

ITEM

1. A. B. Dick Super 8 Sound Viewer (MS)
2. Beacon Film Strip Viewer
3. Bell & Howell Boom Box (Cass. amplifier) (S)
4. Bell & Howell Film Strip Projector 745 (FS)
5. Bell & Howell 16MM Projector (MS)
6. Cassette Players
   a. Hitachi (S)
   b. Norelco 160/2200/ (S)
   c. Wollensak (S)
   d. Sony

ITEM

7. DuKane Viewer (Cass. and FS)
8. DuKane Projector (Cass. and FS)
9. Film Loop Projector (610) Enc. Brit. (M)
10. Film Loop Viewer (810) Enc. Brit. (M)
    Encyclopedia film loops for 610 and 810
11. Kodak Super 8 Projector (M)
12. Kodak Ektagraphic Kit (P)
13. Kodak Instamatic Camera (P)
14. Kodak Carousel Projector (SL)
15. Overhead Projector - "Regular and Slim Line"
16. Puppets - Dummie (MS)
17. Puppet Stage w/curtains
18. Record Player (Newcome - Mono)
19. Reader Printer 3M
20. Sound Slide - Coxco (CASS. and SL)
21. Sound Slide - 3M (S and SL)
22. Teaching Dynamics Mach. (CASS - 4 track, SL)
23. Viewlex Filmstrip Projector
24. Wollensak (Reel to Reel)

EQUIPMENT FOR USE WITH CENTER STAFF ASSISTANCE

1. 60 x 60 Dalite Screen
2. 624 L Dyn Lapel Mike (S)
3. Eclair Camera 16MM w/
   a. Editing Equipment

ITEM

4. Bolex Super 8 Projector (MS)
5. Kodak Ektagraphic Kit
6. Kodak Super 8 Camera w/
   a. Editing Equipment
7. Kodak 35mm Camera (SL)
8. Kodak Ektagraphic Kit (For making slides)
9. Panasonic V.T.R. w/equipment
10. Wollensak Master Cassette Duplicator

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B'Nai B'Rith Material

Career Development Systems of some of the other states

Chronicle Guidance Publications

ERIC Materials

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